

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.424
	STATE OF HAWAII	3.425
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	Class Specifications for the	

SUBSTANCE ABUSE SPECIALIST SERIES

Series Definition:

This series includes those classes which require the application of the principles and practices of professional substance abuse treatment services in the performance of such assignments as providing alcohol and/or drug treatment services to individuals; performing staff support functions which include program development, monitoring and evaluation and staff development and training; and supervising the provision of substance abuse treatment services.

Substance abuse treatment is concerned with finding the appropriate means to help users eliminate alcohol and/or drug abuse through a process of professional work in substance abuse assessment, treatment planning and implementation, education, counseling, discharge planning and other related rehabilitative services.

The goals of treatment are to: help alcohol and/or drug abusers achieve a substance-free lifestyle, maximize their aspects of life functioning, prevent or reduce the frequency and severity of relapse, and reduce the inclination to criminal behavior often associated with alcohol and drug abuse. While there are general treatment goals shared by most substance users, there are also distinctive treatment goals that are based on the users' individualized needs as determined through assessment by the Substance Abuse Specialist (SAS). Post treatment goals for the user, including aftercare or continuing care are also addressed.

A position in this class may serve as a member of a multi-disciplinary team comprised of certified or licensed practitioners, social workers, and/or other public or private rehabilitative employees, groups or agencies collaborating on multi-disciplinary assessment, development and implementation, and evaluation of individualized treatment plans aimed at helping users overcome their alcohol and/or substance use; independently conducts a variety of educational, treatment and

therapeutic related classes; and participates in the development, evaluation, and modification of program policies and procedures, treatment approaches, and development and modification of substance abuse treatment education and related therapeutic classes and curriculum.

The performance of such work requires knowledge of the general principles, methods and techniques of substance abuse treatment, counseling, case management, and the concepts and theories which guide their use; fundamental knowledge of pharmacological properties and effects of psychoactive substances on users; fundamental concepts of behavioral, psychological, social and health effects of psychoactive substances on users; alcohol and drug use continuum in individuals; varying causes of addiction; the relationship between substance use and infectious diseases, including HIV and AIDS; the effects of chronic substance use on consumers, their families and significant others, and communities; the role of family, social networks and community systems as assets or obstacles in the treatment and recovery process; interviewing techniques; work planning; and the ability to establish and maintain effective working relationships; and communicate effectively orally and in writing.

Class Distinctions:

Classes in this series are distinguished from each other by differences in:

1. the complexity of work in terms of the nature, variety, and difficulty of work assignments; scope and level of responsibility; and the impact of the work on others or on program operations;
2. the depth and breadth of knowledge and abilities required to plan, develop, implement and evaluate service plans and/or services and programs; and
3. the nature and extent of supervisory control exercised over the work performed which limits the scope of work, the independence with which it is performed, and the nature and finality of decisions.

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This is the first specification for the new SUBSTANCE ABUSE SPECIALIST series.

Effective Date: 6/24/02

DATE APPROVED: 6/24/02 /s/ Sharlene K. Hara
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Director of Human Resources Development

<u>SUBSTANCE ABUSE SPECIALIST III</u>	3.424
<u>SUBSTANCE ABUSE SPECIALIST IV</u>	3.425

Distinguishing Characteristics:

Complexity:

Level III: The fully trained and experienced substance specialist is responsible for independently providing substance abuse intervention treatment services to the full range and variety of users.

Examples of typical cases assigned to this level are characterized by a range of users with minimal history of substance abuse, who may have minor mental health, physical, domestic, social, economic or other problems, and therefore have a high probability of recovery/abstinence from further substance use, to users with significant substance abuse history, severe mental health, physical, and multiple domestic, social, economic and other problems, and therefore have a high probability of recidivism and criminal activity. The less complex cases may be resolved without requiring intensive individual professional substance abuse counseling, treatment, education, and rehabilitative services, while the complex cases may require more intensive and continuous individual professional substance abuse counseling, treatment, education and rehabilitative services.

Level IV: The senior-level substance abuse specialist independently provides the most intensive and continuous professional substance abuse counseling, education and rehabilitative services for the most complex cases.

A typical caseload at this level is predominantly comprised of users with significant alcohol and/or substance abuse problems, as evidenced by a history of substance abuse, and other significant coexisting problem(s) such as severe mental health, physical, multiple domestic, social, economic, and other problems; and a high probability of recidivism and criminal activity. Substance dependency and other coexisting problems are so severe as to require individual, frequent, and continuous treatment contact between the SAS and the user.

Supervision Received: Work is performed under the general supervision of a higher level Substance Abuse Specialist and supervision is normally received through regularly scheduled conferences and the review of case records, reports and correspondence. The supervisory conference is utilized for discussing and receiving guidance on difficult or problem cases, and evaluating the effectiveness of work performed.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in the above classes. The level of knowledge and abilities required are commensurate with the scope and level or complexity of the duties and responsibilities for the Substance Abuse Specialist III and IV level).*

Knowledge of: Goals, objectives, principles, methods, standards and techniques of substance abuse treatment, counseling, case management, and the concepts and theories which are guides for their use; fundamental concepts of pharmacological properties and effects of psychoactive substances on users; fundamental concepts of behavioral, psychological, social and health effects of psychoactive substances on users; alcohol and drug use continuum in individuals; varying causes of addiction; the relationship between substance use and infectious diseases, including HIV and AIDS; the effects of chronic substance use on individuals, and the collateral effect on their families, significant others and communities; the role of family, social networks and community systems as assets or obstacles in the treatment and recovery process; interviewing techniques; work planning; case documentation and report writing; confidentiality policies; community resources and the services they provide; State and federal regulations, laws, and directives governing substance abuse treatment programs; and departmental policies and procedures.

Ability to: Recognize and identify social, behavioral, emotional problems and needs of chemically dependent persons; screen persons for substance use using questionnaires and other screening instruments; identify the existence of specific alcohol and/or drug use disorders through an assessment which appraises the severity and course of the disorder(s), and identifies the user's strengths, weaknesses, and individual needs; develop treatment plan(s) based on the assessment of the user; prepares for and conducts educational classes on alcohol and substance use; speak before groups, lead and facilitate interactive group activities; counsel individuals and groups of users and/or family members; establish and maintain rapport and engage persons having psychosocial and behavioral problems; integrate therapy with events in the user's life including having contact with their families, significant others, former employers and the community, etc.; establish and maintain effective working relationships with co-workers, departmental and other public or private agency staff; communicate clearly and effectively, orally and in writing; recognize and treat or refer users in crisis in a timely manner; collect, evaluate, interpret facts and recommend or take appropriate action; document observation of behaviors, attitudes, and progress; maintain records and write reports; manage time and available resources; read, interpret and explain State and/or federal regulations, laws, and directives; and assess and evaluate program deficiencies and recommend improvements.

Examples of Duties: *(Positions may not be assigned all of the duties, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Interviews users through face-to-face interviews in order to obtain additional information regarding their domestic, social, environmental, physical and/or mental health problems in order to assess their probability for recovery/abstinence from alcohol and drug use, and to recognize users with multiple problems who may have a more difficult time recovering.
2. Reviews interview information, records, and information from other sources in order to screen, assess, and develop

an individualized treatment plan for alcohol and/or substance abuse intervention.

3. Gains the user's cooperation and support of the treatment plan by providing information about the program's benefits, for example, reconciling with family members and encouraging significant others to be supportive of the user; encouraging employers to keep the user employed while he or she is in treatment; and convincing the user to believe he or she can overcome addiction.
4. Implements the individualized treatment plan by providing services directly and/or through referral to other providers; evaluates and modifies the plan as needed in order to promote recovery and abstinence from alcohol and/or substance use, and to address domestic, social, economic, environmental, physical and/or mental health problems, needs and behaviors.
5. Provides case management in order to ensure that individuals are directly provided or referred to available services or programs that will benefit their individual needs (e.g., vocational training, social reintegration opportunities, grief counseling, remedial reading, etc.).
6. Prepares for and independently conducts the full range and variety of educational, substance abuse treatment, and therapeutic related classes (e.g., life skills including problem solving, planning, and budgeting; cognitive skills, alcohol and drug education, substance abuse treatment, dual diagnosis, transition, relapse and prevention, etc.) for groups of users in order to inform users on the consequences of substance dependency, and to provide socially positive alternatives.
7. Conducts group counseling and interactive sessions by integrating topics covered in educational sessions to the users' own personal history and self-awareness including confrontation of their behavioral, emotional and social problems; problem solving, role playing, and reinforcing attitudes and behavior that support recovery, and a clean and sober life-style.
8. Provides individual counseling to users in order to provide guidance, answer questions or address concerns, determine

- need for supplemental services, and avert crisis situations in accordance with established policies and procedures.
9. Establishes and maintains liaison and cooperative working relationships with coworkers, other departmental and facility staff, public and private agencies in order to facilitate services to users.
 10. Documents the user's attitude, behavior and overall progress in the substance abuse treatment program in a written report for the case record, for use in any further treatment consideration, and for the information of other staff, such as social workers.
 11. Monitors, reviews and evaluates the progress of users as they work through the treatment program phases, makes plan modifications as necessary, and maximizes opportunities for users to succeed.
 12. Refers users to other specialists within the agency/facility and appropriate self-help groups or community resources (e.g., Alcoholics Anonymous, Narcotics Anonymous, etc.) in order to reinforce treatment and address related problems (e.g., anger management).
 13. Participates in the development, implementation, evaluation, and modification of program policies, procedures, practices, case management approaches, curriculum and rehabilitative services by sharing perspectives, experiences or knowledge of substance abuse treatment modalities.
 14. Trains and orients new Substance Abuse Specialists and provides advice and assistance to lower level Substance Abuse Specialists.

SUBSTANCE ABUSE SPECIALIST V

3.426

Distinguishing Characteristics:

Complexity: This class reflects responsibility for planning, organizing, supervising, and coordinating all activities of an operational unit concerned with carrying out the day-to-day substance abuse treatment programs' activities. Responsibilities include defining unit/section objectives in

accordance with branch policies and priorities, developing methods and procedures to achieve those objectives and supervising one or more positions at the Substance Abuse Specialist IV level.

Supervision Exercised: Positions in this class provide full technical and administrative supervision over a staff of lower level Substance Abuse Specialists, including one or more positions at the Substance Abuse Specialist IV level.

Supervision Received: Positions in this class receive general supervision, and are given considerable latitude in providing for the overall direction and supervision of activities.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: In addition to the knowledge required at the IV level, comprehensive and thorough knowledge of the principles, methods and techniques of substance abuse treatment, counseling, and case management, and the concepts and theories which are guides for their use; principles and practices of effective supervision; and effective work organization and staff utilization.

Ability to: In addition to the abilities required at the IV level, must have the ability to plan, assign, review and evaluate the work of others; and organize, and coordinate operational activities.

Examples of Duties: *(Positions may not be assigned all of the duties, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans and administers details necessary to accomplish assigned functions in accordance with prescribed guidelines.
2. Develops and implements new or revised changes to procedures and special instructions for non-routine or complex assignments or to clarify established guidelines.

3. Advises subordinates on objectives to be achieved, anticipated problems, new or revised policies, procedures and rules to be followed, new or revised programs, functions, goals, and work requirements or processes.
4. Holds regularly scheduled conferences with staff to review cases and provide consultation on treatment options, or assists with difficult cases.
5. Instructs subordinates in the application of newly interpreted and revised rules and regulations, and the adoption of rules when deviations from these rules are required to meet unusual circumstances.
6. Initiates or participates in the review and improvement of work methods, organizational features, and the structuring of positions to achieve efficient and economical operations.
7. Prepares formal evaluation of employee performance by appraising performance, explaining the basis for ratings, areas in which improvements are needed and possible methods of achieving improvements.
8. Initiates personnel actions, e.g., recruitment for vacant positions, reallocation, reassignment, and reports position changes.
9. Schedules vacation leaves to ensure proper functioning of operations, and approves leave requests.
10. Hears and resolves complaints of subordinates, referring serious problems to the supervisor with possible recommended solutions. Takes minor disciplinary measures as deemed necessary, recommends action in more serious cases.
11. Provides on-the-job training to employees, and recommends and arranges for formal training as appropriate.
12. Periodically reviews position descriptions of subordinates for currency and accuracy and reports changes to the Personnel Office.

13. Participates in and/or performs program development and evaluation, policy review and recommendation, studies of management, organization, staffing and other aspects related to the substance abuse treatment program.